

CONTENTS

1.D. APPOINTMENT AS WARRANT OFFICER	3
1.D.1. GENERAL	3
1.D.1.a. Definition	3
1.D.1.b. Billet Structure	3
1.D.2. ELIGIBILITY FOR APPOINTMENT TO WARRANT GRADE	3
1.D.2.a. Minimum Eligibility Requirements	3
1.D.3. RECOMMENDATION PROCEDURES	6
1.D.3.a. Content of Recommendation	6
1.D.3.b. Considerations Prior to Recommendation	6
1.D.3.c. Determination by CGPC	7
1.D.3.d. Letter to PERSRU	7
1.D.4. NORMAL PATH OF APPOINTMENT	7
1.D.4.a. General	7
1.D.4.b. Exceptions to the Normal Path of Appointment	8
1.D.5. CREDIT FOR TIME IN PAY GRADE (TIG) AND ACTIVE DUTY TIME IN SERVICE (TIS)	8
1.D.5.a. Time in Grade	8
1.D.5.b. Computation Rules	9
1.D.5.c. Computing TIS	9
1.D.6. PREBOARD RESULTS	10
1.D.6.a. Personnel Data Extract (PDE)	10
1.D.6.b. Preboard Score	10
1.D.6.c. Preboard Eligibility List	10
1.D.7. PREPARATION AND DISTRIBUTION OF RECOMMENDATION FILES AND RESUME	11
1.D.7.a. Submission of Officer Evaluation Reports (OERs)	11
1.D.7.b. Preparation of the OER	11
1.D.7.c. Preparation of Candidate Resume	12
1.D.8. THE BOARD PROCESS	13
1.D.8.a. Convening of Board	13
1.D.8.b. Composition of the Board	13
1.D.8.c. Oath of Board Members	13
1.D.8.d. Information to be Furnished to the Board.	13
1.D.8.e. Method of Selection	13
1.D.8.f. Submission of Reports	14
1.D.9. THE POSTBOARD PROCESS AND FINAL ELIGIBILITY LIST	15
1.D.9.a. Publication of Results	15
1.D.9.b. Method of Appointment	15
1.D.9.c. Eligibility for Further Enlisted Advancement	15
1.D.9.d. Separation Prior to Appointment	15
1.D.9.e. Effective Date of the Final Eligibility List	15
1.D.10. REMOVAL FROM ELIGIBILITY LISTS (PREBOARD OR FINAL)	16
1.D.10.a. Procedure for Removal from the Preboard or Final Eligibility List	16
1.D.10.b. Removal as Result of Personnel Security Investigation	17
1.D.10.c. Declining Appointment or Removal at Own Request	17

COAST GUARD PERSONNEL MANUAL CHAPTER 1.D.

1.D.11. PROCEDURE FOR APPOINTMENT TO WARRANT GRADE	18
1.D.11.a. Appointments	18
1.D.11.b. Oath of Office	19
1.D.11.c. Pay and Allowances	19
1.D.11.d. Withholding of Appointment	19
1.D.11.e. Physical Examination	19
1.D.11.f. Weight Standards	20
1.D.11.g. Discharge from Enlisted Status	21
1.D.12. APPOINTMENT CEREMONY	21
1.D.13. SCOPE OF WARRANT SPECIALTIES	22
1.D.13.a. Aviation Engineering Specialty (AVI)	22
1.D.13.b. Boatswain Specialty (BOSN)	22
1.D.13.c. Communications Specialty (COMM)	23
1.D.13.d. Electronics Specialty (ELC)	23
1.D.13.e. Finance and Supply Specialty (F&S)	23
1.D.13.f. Material Maintenance Specialty (MAT)	24
1.D.13.g. Medical Administration Specialty (MED)	24
1.D.13.h. Naval Engineering Specialty (ENG)	24
1.D.13.i. Personnel Administration Specialty (PERS)	25
1.D.13.j. Port Safety and Security Specialty (PSS)(RESERVE ONLY)	25
1.D.13.k. Public Information Specialty (INF)	25
1.D.13.l. Weapons Specialty (WEPS)	26
1.D.13.m. Bandmaster Specialty (BNDM)	26
1.D.14. APPOINTMENT AS WARRANT OFFICER (BANDMASTER)	26
1.D.14.a. Applications	26
1.D.14.b. Minimum Eligibility Requirements	26
1.D.14.c. Qualifications for Warrant Specialty (Bandmaster)	26
1.D.14.d. Application Procedures	27
1.D.14.e. Appointment Board.	28
1.D.14.f. Procedures for Appointment	30
1.D.14.g. Procedures for Appointment Ceremony	30

1.D Appointment as Warrant Officer

1.D.1. General

1.D.1.a. Definition

Chief Warrant Officers (CWOs) are commissioned officers of the Coast Guard who serve in grades established by law and have authority commensurate with this status. CWOs are mature individuals with appropriate education and specialty experience who have shown through demonstrated initiative and past performance they have the potential to assume positions of greater responsibility requiring broader conceptual, management and leadership skills. While administrative and technical specialty expertise is required in many assignments, CWOs must be capable of performing in a wide variety of assignments that require strong leadership skills. Enlisted and officer experience provide these officers a unique perspective in meeting the Coast Guard's roles and missions.

1.D.1.b. Billet Structure

Warrant officer billets are issued in the normal budgetary process and are independent of commissioned officer billets. All warrant officer billets are at the W-4 level.

1.D.2. Eligibility for Appointment to Warrant Grade

1.D.2.a. Minimum Eligibility Requirements

Each applicant for appointment to warrant grade is responsible for completing the eligibility requirements by 1 January of the year in which the Chief Warrant Officer (CWO) Appointment Board (the Board) convenes. ➡ The Schedule of ADPL Officer Personnel Boards and Panels, COMDTINST 1401.5 (series) announces the Board's convening date. See ➡ Exhibit 1.D.

1. Must be a citizen of the United States.
2. Applicants are no longer required to have a National Agency Check (NAC) completed within five years of the 1 January deadline. However, applicants should review the requirements of the ➡ Coast Guard Military Personnel Security Program, COMDTINST M5520.12(series) and be prepared in the event an updated background investigation is needed for the initial CWO assignment.
3. **Must be a member of the Coast Guard or Coast Guard Reserve with at least 8 year's total active service in the Armed Forces of the United States, with the last 4 having been in the Coast Guard. Credit for active duty time will be computed to 30 June following the 1 January deadline. Members returning to active duty under the CNC or Temporary Separation Policy will be credited for TIS earned prior to separation (➡ Article 12.F.). Rules for computing active duty time in service (TIS) are contained in ➡ Article 1.D.4.**

4. Must be serving in pay grade E-6 or above. Those currently serving as temporary officers are not eligible to apply for appointment to warrant grade. Former temporary officers who were authorized to revert to their permanent enlisted status under [☛ Article 12.A.12](#), provisions must request a waiver to apply for appointment to warrant grade. Waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) by 1 September preceding the Board. Temporary officers who reverted IAW [☛ Article 12.A.13.e.4](#), do not need a waiver. Additionally, personnel who have previously served as a warrant officer who were authorized to revert to their former enlisted status under the provisions of [☛ Article 5.B.6](#) or [12.A.21](#) are not considered to have the qualities necessary for reappointment to warrant grade and are not eligible to apply.
5. Enlisted members serving in pay grade E-6 must have displayed their technical ability by placing in the top 50 percent on the eligibility list for advancement to E-7 as a result of the Servicewide Examination (SWE) administered in May prior to the 1 January deadline. The following examples apply.
 - a. If the E-7 advancement eligibility list has 100 members, those at positions 1 through 50 are eligible to compete for appointment to warrant grade.
 - b. If the E-7 advancement eligibility list has 101 members on, those at positions 1 through 51 are eligible to compete for appointment to warrant grade.
 - c. Members removed from published advancement eligibility lists, e.g., retirements, shall not be used as justification to improve the percentile calculation.
6. Members serving in pay grade E-7, E-8, or E-9 are considered to have already displayed technical ability in their specialty.
7. Members who are scheduled for separation under the High Year Tenure Program are not eligible to apply since their mandatory separation date will have occurred prior to the effective date of the Final Eligibility List.
8. Members whose request for retirement have been approved are not eligible to apply. Members whose request for retirement is approved after being recommended shall be removed from the Preboard or Final Eligibility List as applicable. Commanding officers shall notify Commander (CGPC-opm-1) by message so the names of such applicants can be removed from the applicable list.
9. No court-martial or civil conviction, or nonjudicial punishment and have no unsatisfactory mark in conduct for the three years immediately prior to the 1 January deadline and for the entire period from 1 January to appointment.

Commanding officers shall submit a message to Commander (CGPC-opm-1) to remove from the warrant officer appointment eligibility lists (Preboard or Final) any person who has received a court-martial or civil conviction, nonjudicial punishment, or unsatisfactory mark in conduct at any time prior to being appointed to warrant grade.

10. See ☞ Article 1.D.10. for information about members who previously declined appointment to warrant grade or voluntarily elected to be removed from an eligibility list.
11. Applicants for the boatswain or naval engineering specialties must have completed at least one year of sea duty as defined by ☞ Article 5.C.15. in pay grade E-6 or above by the 1 January deadline. Members serving in the MST rating who are otherwise qualified for the boatswain specialty, including normal color perception, are not required to complete the sea duty requirement. Surfmen (SJ, SK or SM) who have completed 12 months as a certified surfman in a designated surfman billet, E-6 or above, are considered to have permanently met the sea duty requirement for appointment to warrant. This requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will meet the sea duty requirement by 30 June following the Board's convening date. Commanding officers have authority to grant waivers in these cases. Waivers beyond this authority must be approved by Commander (CGPC-opm-1). Sea Duty waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) prior to the 1 January deadline. In computing sea duty time, 30 days equal one full month. After totaling all creditable sea duty periods, a remainder of fewer than 30 days shall be dropped.
12. In addition to the above eligibility requirements, each applicant for appointment to either the AVI, BOSN, ELC, INF, MED, or WEPS warrant specialty must possess normal color perception.
13. Commanding Officer's Recommendation. The final eligibility step in the warrant officer appointment process is obtaining the commanding officer's recommendation. After meeting all of the eligibility requirements, members must submit a request to their commanding officer to obtain a recommendation for appointment to warrant grade. Members should follow their commanding officer's policy for requesting this recommendation, scheduling an interview with the commanding officer, providing documentation attesting to the completion of the minimum eligibility requirements, addressing the suitability issues specified in ☞ Article 1.D.3.b.2., etc. Members must submit this request in time to obtain the commanding officer's recommendation by the 1 January deadline date; see ☞ Article 1.D.3.

1.D.3 Recommendation Procedures

1.D.3.a. Content of Recommendation

The commanding officer's well-considered, affirmative recommendation is the most important eligibility requirement in the warrant officer appointment process. Regardless of how much time in service or time in grade a member may have or the existence of other personal considerations, he or she must earn the commanding officer's recommendation. Commanding Officers (COs) shall base recommendations for appointment to warrant grade first on the person's qualities of leadership, personal integrity, and potential to perform successfully as a warrant officer. COs must never permit technical competence and ability to perform in a warrant specialty to overshadow the member's potential to perform successfully as a warrant officer. Appointment as a warrant officer is not another step in the enlisted promotion process and shall not reward enlisted members for faithful or extended service or completion of minimum service requirements. Meeting the minimum standards for advancement as an enlisted member should not be enough to earn members the commanding officer's recommendation to apply for appointment to warrant grade. A CO shall not recommend a member whose personal conduct and associations constitute reasonable grounds for rejection on the basis of loyalty.

1.D.3.b. Considerations Prior to Recommendation

In view of ☞ Article 1.D.3.a., COs may recommend members for appointment to warrant grade if they meet all ☞ Article 1.D.2. minimum eligibility requirements. In addition to these minimum eligibility requirements, COs shall consider these factors before recommending a member for appointment to warrant grade:

1. COs shall recommend personnel for appointment to warrant grade only if they are fully qualified to hold warrant grade. By making this recommendation the commanding officer affirms the member recommended can perform the duties of the specialty as defined in ☞ Article 1.D.13. Commanding officer's shall thoroughly evaluate members seeking their recommendation for appointment to warrant grade to ensure they possess the qualities of character and leadership required of warrant officers. Perfunctory personnel administration in this area may allow poor performers and military offenders to be appointed, which reflects poorly on the command and the Service.
2. The recommendation process used by the commanding officer assists the Service in affirming the candidate's mental, moral, physical and professional qualifications for appointment to commissioned status. Commanding Officers shall review the applicant's unit personnel data record prior to making the recommendation. In addition to affirming that the member recommended meets all minimum eligibility requirements as well as the particular requirements for the chief warrant officer specialty defined in ☞ Article 1.D.13., the following suitability issues shall be carefully evaluated prior to making a recommendation to allow the member to compete:

COAST GUARD PERSONNEL MANUAL CHAPTER 1.D.

- a. demonstrations of character inconsistent with Coast Guard core values;
- b. substance and/or alcohol abuse;
- c. misconduct (civil and military);
- d. domestic violence;
- e. financial irresponsibility; and
- f. sexual harassment or discrimination.

1.D.3.c. CGPC Determination

If it is determined that certain individuals do not possess the officer-like qualities necessary to serve successfully as a chief warrant officer after being recommended by their commanding officer, Commander (CGPC-c) may remove their names from competition.

1.D.3.d. Letter to PERSRU

The commanding officer shall submit a letter to the Personnel Reporting Unit (PERSRU) listing those recommended for appointment to warrant grade.

1.D.4. Normal Path of Appointment

1.D.4.a. General

The table shows the normal appointment path to warrant specialties:

Rating	Warrant Specialty
Aviation Maintenance Technician (AMT) Avionics Technician (AVT)	Aviation Engineering (AVI)
Musician (MU)	Bandmaster (BNDM)
Boatswain's Mate (BM) Marine Science Technician (MST) Quartermaster (QM) Radarman (RD)	Boatswain (BOSN)
Telecommunications Specialist (TC)	Communications (COMM)
Electronics Technician (ET) Telephone Technician (TT)	Electronics (ELC)
Storekeeper (SK) Food Service Specialist (FS)	Finance and Supply (F&S)
Damage Controlman (DC) Aviation Survival Technician (AST)	Material Maintenance (MAT)
Health Services Technician (HS)	Medical Administration (MED)
Electrician's Mate (EM) Machinery Technician (MK)	Naval Engineering (ENG)

Yeoman(YN)	Personnel Administration (PERS)
Investigator (IV) (Reserve Rating) Marine Science Technician (MST) (Reserve Rating) Port Security Specialist (PS) (Reserve Rating)	Port Safety and Security (PSS)
Photojournalist (PA)	Public Information (INF)
Fire Control Technician (FT) Gunner's Mate (GM)	Weapons (WEPS)

1.D.4.b. Exceptions to the Normal Path of Appointment

Members who desire consideration for appointment to a warrant specialty not in their normal path of appointment are required to complete all Coast Guard Institute nonresident training courses up through E-6 for a rating that is in the desired path. Additionally, such members must demonstrate competence by participating in an E-7 SWE consistent with such nonresident training courses required above. Scoring in the top 50 percent of all E-7 candidates on the appropriate SWE's professional knowledge sections for the desired path is considered adequate demonstration.

1. Each applicant for a warrant specialty not in the normal path of appointment is also required to meet the eligibility requirements in [Article 5.C.6](#) for advancement to E-7 in the enlisted rating consistent with [Article 1.D.2.](#) requirements.
2. Interested applicants shall submit a written request to Commander (CGPC-opm-1) via official channels for authority to participate in the applicable E-7 SWE to be administered during May of the year preceding the 1 January deadline. Such requests shall be submitted in time to arrive at Commander (CGPC-opm-1) no later than 1 February of the year the E-7 SWE is desired.
3. Instructions contained in this article do not constitute authority to change an enlisted rating. Participation in E-7 SWEs as specified in this article is solely to qualify for appointment to warrant grade.
4. Unsuccessful applicants must re compete annually in the appropriate E-7 SWE examination.
5. Members authorized to apply for a warrant specialty outside their normal appointment path can not compete for their normal specialty.

1.D.5 Credit for Time in Pay Grade (TIG) and Active Duty Time in Service (TIS)

1.D.5.a. Time in Grade

Credit active duty TIG as served in pay grades E-6, E-7, E-8, and E-9.

1.D.5.b. Computation Rules

Use the following rules to compute TIG.

1. **Calculate** time in grade in years and months **to 1 July of the year of the Board.** Thirty days equal one full month. After totaling all creditable periods of TIG, drop a remainder of fewer than 30 days.
2. Credit TIG as served in pay grades E-6, E-7, E-8 and E-9 in the Coast Guard or Navy. All Navy service must be supported with a DD-214.
3. Reserve members on active duty who voluntarily accepted a reduction in rate to enlist or reenlist in the Regular Coast Guard will not receive TIG held in the higher pay grade regardless of whether the member subsequently advanced to the formerly held higher pay grade after enlisting or reenlisting in the Regular Coast Guard.
4. Previous Coast Guard or Navy TIG in the present or higher grade is creditable only if served under continuous active service conditions (within three months of separation).
5. Credit time served as a prior temporary officer. Enlisted members who were reverted from a temporary officer status will be credited with TIG in their permanent enlisted grade of E-6 and above.
6. Do not credit time on the TDRL when computing TIG.
7. Do not credit time served in a rate from which a member was reduced as a result of nonjudicial punishment, court-martial, or incompetence.
8. Time served in a previous rate is creditable for those personnel who accepted a reduction in rate for the purpose of a change in rating.

1.D.5.c. Computing TIS

Use the following rules to compute TIS.

1. After totaling all creditable periods of TIS, a remainder of fewer than 30 days shall be dropped.
2. Active duty in any of the Armed Forces is creditable. A correct Active Duty Base Date is the basis for this computation.
3. Do not credit time served on the TDRL as active service.
4. **The terminal eligibility date is 1 July of the year of the Board.**

1.D.6 Preboard Results

1.D.6.a. Personnel Data Extract (PDE)

The Coast Guard Human Resources Service and Information Center [HRSIC(adv)] will distribute a Personnel Data Extract (PDE) to each member whose commanding officer (CO) recommended him or her to compete in the warrant appointment process and for whom the PERSRU submitted the appropriate personnel action (PMIS Action Code 325). The PDE is a critical document which notifies all recommended applicants of their preboard scores and the factors used to compute these scores. The PDE confirms that an applicant has been included in the process and is either eligible or not eligible to compete for warrant grade. Non-receipt of a PDE may mean that an applicant has not been included in the process and may result in no preboard score computation for the affected applicant. Applicants who do not receive a PDE bear the responsibility to notify their commanding officer and PERSRU immediately so corrective action can be expedited. Likewise, applicants who receive a PDE which indicates they are not eligible for appointment to warrant grade due to insufficient TIS, TIG, sea duty, evaluation marks, etc., bear the responsibility to notify their commanding officer and PERSRU immediately. Those who do not take immediate action are at serious risk for favorable consideration of a future request for waiver. This exercise of personal responsibility, or lack thereof, further demonstrates the individual's officer-like qualities.

1.D.6.b. Preboard Score

The preboard score consists of an experience factor and an evaluation factor. The experience factor accounts for 40% of the preboard score and is calculated by crediting one point for each full month of active service as E-6 and two points for each full month as E-7, E-8, and E-9. Maximum credit for time as E-6 is 100 points. Total maximum credit for time as E-6 through E-9 is 175 points. The evaluation factor accounts for 60% of the preboard score and is computed by HRSIC(adv) based on the applicant's performance marks during the four-year period immediately prior to the 1 January deadline. Only E-6 marks will be used for those E-6 applicants with fewer than four years' TIG.

1.D.6.c. Preboard Eligibility List

Based on the estimated number of warrant officer appointments required for the following year, Commander (CGPC-opm) will determine the number of candidates to be considered for appointment and establish minimum preboard scores for primary and alternate candidates in each specialty. Commander (CGPC-opm-1) will publish, by ALCGPERSCOM message, usually in April, a Preboard Eligibility List containing the names of those applicants who qualify. The Preboard Eligibility List will not indicate whether applicants are primary or alternate candidates. Individual applicants must refer to their preboard score on their **profile letter** to determine their status. The preboard score is used only to determine primary and alternate candidates and is not furnished to the Board. All primary candidates will be considered by the Board. If primary candidates are removed from consideration prior to the convening of the

Board or are found not fully qualified by the Board, they will be replaced by alternate candidates, in order of highest preboard score. Such alternate candidates are then considered primary candidates. (Refer to [Article 1.D.8.](#))

1.D.7. Preparation and Distribution of Recommendation Files and Resume

1.D.7.a. Submission of Officer Evaluation Reports (OERs)

Commanding officers shall submit an Officer Evaluation Report (OER), CG-5310 with 3A variant of page 3, for all members of their command whose names appear on the Preboard Eligibility List. The OERs shall be submitted directly to Commander (CGPC-opm-1) and shall be prepared using the instructions in [Article 1.D.7.b.](#) Do not use OER preparation instructions contained in section 10.A. Each primary and alternate candidate shall submit a resume prepared in accordance with instructions in [subparagraph c.](#) below. The submission deadline date for the OER and resume will be announced in the ALCGPERSCOM message publishing the Preboard Eligibility List.

1.D.7.b. Preparation of the OER

Preparation and Distribution of Officer Evaluation Report (OER), Level I (CG-5310).

1. The candidate's current commanding officer must sign as Supervisor and Reporting Officer. OERs completed by former commands, however recent, will not be accepted. The member's "current commanding officer" is determined by considering where the member is permanently attached when the Preboard Eligibility List is published. If the applicant is in an advanced education program, the program manager is the appropriate signatory. Commanding officers are encouraged to contact prior commands for OER input on recently assigned personnel. Commanding officers who desire to provide input on candidates whom they recommended for appointment to warrant grade for the current cycle, but who are no longer assigned to their command, are encouraged to contact the current commanding officer and may forward an Administrative Remarks (CG-3307) documenting the candidate's potential to serve successfully as a CWO. The CG-3307 shall be submitted directly to Commander (CGPC-adm-3) for inclusion in the candidate's Headquarters PDR.
2. Prepare an original and one copy of CG-5310 with 3A variant of page 3 for each candidate as follows:
 - a. Complete section 1, blocks a. (name), b. (SSN), **d.** (current enlisted grade, eg. BMC, **this needs to be hand typed**), e. (date of rank), f. (unit and telephone number), g. (ATU-OPFAC), i. (date reported), j. (period of report, not to exceed one year ending 1 May of the Board year), m. (date submitted).

- b. Complete section 2 with a description of the member's current duties.
 - c. Complete comment sections 3, 4, 5, and 8 addressing each performance characteristic giving specific examples/accomplishments. Completing comment section 7 is optional.
 - d. Complete section 10 specifically addressing the candidate's potential to perform satisfactorily as a chief warrant officer in the specialty for which applying. Refer to [Article 1.D.13.](#), which defines the scale of responsibilities in each specialty.
 - e. Do not complete section 9.
 - f. **Both** Block 6 (Supervisor Authentication) and Block 11 (Reporting Officer Authentication) **shall be signed by the commanding officer**. Unit commanding officers (parent command for units with officers in charge), office chiefs from HQ, division chiefs from areas, maintenance and logistics commands, districts and **the Coast Guard Academy** sign as **both** Supervisors and Reporting Officers for the OERs submitted on candidates assigned to their immediate staffs.
 - g. Do not complete section 12.
 - h. Do not assign numerical marks for performance dimensions. Forms with assigned marks will be returned for resubmission. No attachments to the OER are allowed. Attachments such as awards should be submitted directly to CGPC-adm-3 for inclusion in the HQ PDR.
- 3. Distribution of CG-5310. The original of CG-5310 will become part of the candidate's recommendation file which is forwarded directly to Commander, (CGPC-opm-1). The copy will be retained in the unit file for one year.
 - 4. Correction of CG-5310. Changes to the form will not be permitted after submission except when an administrative error in preparation has been made (i.e., typing). Requests for changes due to administrative errors will be made by letter to Commander (CGPC-opm-1) explaining the error, the desired correction, and the reason. If the request for correction falls within 15 days of the convening date for the Board, the request should be made by message.

1.D.7.c. Preparation of Candidate Resume

All primary and alternate candidates whose names appear on the Preboard Eligibility List shall submit a resume in Coast Guard letter form via the chain of command. **The “to” line shall read, “President, CWO Appointment Board.”** No enclosures to the resume (other than the OER) are permitted. The resume shall be submitted to "President, CWO Appointment Board", c/o Commander, (CGPC-opm-1). The resume must be submitted in the following format.

- 1. Limited to a maximum of two pages, single-sided, single-spaced, 12 point text.

2. Contain a historical summary of **units, listing the primary and collateral duties assumed at each. List units in reverse chronological order (i.e., the most recent unit listed first).**
3. Contain a summary of major professional accomplishments **including medals, awards and academic achievements.**
4. Contain a summary of reasons for desiring appointment to warrant grade.
5. Commanding officers shall forward the resume without comment (signature endorsement only) and shall attach the completed OER as enclosure (1). No other enclosures are permitted.

1.D.8. The Board Process

1.D.8.a. Convening of Board

At such times as the needs of the Service require, Commander, CGPC shall convene a Board to recommend eligible candidates for appointment to warrant grade.

1.D.8.b. Composition of the Board


The Board shall consist of at least five officers on the active duty promotion list who are serving in or above the grade of chief warrant officer (W-2).

1.D.8.c. Oath of Board Members

Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.

1.D.8.d. Information to be Furnished to the Board

Commander, CGPC shall furnish the appointment Board with:

1. A listing, by specialty, of all primary candidates for appointment to warrant grade.
2. The OER and resume of all eligible primary candidates. (Refer to  [Article 1.D.7.](#))
3. The Headquarters PDR of all primary candidates.

1.D.8.e. Method of Selection

1. The Board must first determine, by specialty, if all primary candidates are fully qualified to become chief warrant officers based on the information furnished in subparagraph d. above and the professional judgment of the Board members.

After making this determination, the Board must then rank order the primary candidates on a best-qualified basis.

2. The Board shall not recommend candidates for appointment whose personal conduct and associations are such that reasonable grounds exist for rejection on the basis of loyalty. Although a candidate may have been considered as meeting the minimum requirements, the Board may find trends or patterns of conduct, indebtedness, performance, or behavior which it considers disqualifying and therefore may find the candidate not fully qualified for appointment.
3. The Board will submit a report of those recommended for appointment in each specialty to the Secretary of Transportation (the Secretary) for appointment authority.

1.D.8.f. Submission of Reports

1. The Board Report shall contain:
 - a. A cover sheet.
 - b. A listing of membership.
 - c. A listing of the convening, meeting, and adjourning dates.
 - d. A listing of the names of candidates recommended for appointment in each specialty.
 - e. A definite recommendation for all candidates considered, either that they are, or are not, qualified for appointment. The recommendation shall not include any restrictions or qualifications.
 - f. If the Board does not recommend a candidate for appointment, the reasons therefore shall be indicated in the Board Report.
 - g. A certification that, in the opinion of at least a majority of the members if the Board has five members, or in the opinion of at least two-thirds of the members if the Board has more than five members, the candidates recommended are the best qualified for appointment to warrant grade.
 - h. The signature of each member.
 - i. The original precept, appended.
2. The Board shall submit its report to the Commandant for approval, modification, or disapproval. If the Board has acted contrary to law or regulation, the Commandant shall return the report for proceedings, revisions, and resubmission.
3. The deliberations of the Board shall not be disclosed to any person not a member of the Board.

1.D.9 The Postboard Process and Final Eligibility List**1.D.9.a. Publication of Results**

After the Commandant has approved the report and the Secretary has granted appointment authority, the candidates concerned shall be promptly notified of the Board results through publication of the Final Eligibility List by ALCGPERSCOM message. Individual notification will not be made. All primary candidates found not fully qualified by the Board will receive a letter from Commander (CGPC-opm-1) stating the reason(s) for the finding.


1.D.9.b. Method of Appointment

The Final Eligibility List establishes the precedence of candidates in each specialty. Commander (CGPC-opm) shall establish cutoff points for each specialty based on the maximum number expected to be appointed during the next year to meet Service needs. Those above the appointment cutoff whose performance continues to be satisfactory shall be appointed as vacancies occur.

1.D.9.c. Eligibility for Further Enlisted Advancement

Candidates whose names appear at or above the cutoff for appointment to warrant grade or whose names appear below the cutoff but who are subsequently offered appointment to warrant grade are not eligible for advancement to E-7, E-8, or E-9. Recommendation of these members for advancement to E-7, E-8, or E-9 will be invalidated and their names will be removed automatically from established enlisted advancement eligibility lists 60 days after publication of the Final Eligibility List for appointment to warrant grade unless such members have notified Commander (CGPC-opm) and (CGPC-epm) of their intention to decline appointment to chief warrant officer.

1.D.9.d. Separation Prior to Appointment

The names of candidates who retire or are discharged from active duty prior to appointment will be removed from the Final Eligibility List. Candidates who subsequently reenlist in the Regular Coast Guard in grade E-6 or above within 3 months after date of discharge and remain qualified in all other respects, shall be considered in a continuous service status and their names shall be restored to the Final Eligibility List without loss of position. That position shall be at the top of the list if the candidate became eligible for appointment while not on active duty. (Refer to  [Article 1.D.2.a.](#))

1.D.9.e. Effective Date of the Final Eligibility List

The Final Eligibility List will normally be effective for from 1 June through 31 May following the Board. However, if Service needs dictate, appointments from a specific warrant specialty list may be made prior to 1 June if all candidates from the previous list of the same specialty have been offered appointments. Candidates

above the appointment cutoff remaining on an eligibility list at the time a new list is established will be carried over to the top of the new list. Candidates below the appointment cutoff will not be carried over to a new list and should plan to re compete in the next cycle.

1.D.10. Removal from Eligibility Lists (Preboard or Final)


1.D.10.a. Procedure for Removal from the Preboard or Final Eligibility List

1. A candidate may be removed from either the Preboard or Final Eligibility List if information is discovered which casts doubt on the candidate's moral or professional qualifications for appointment to warrant grade. The name of any candidate who has received a court-martial or civil conviction, non-judicial punishment, or unsatisfactory mark in conduct at any time after the candidate has been recommended for appointment may be removed from the Preboard or Final Eligibility Lists. The action may be initiated by the commanding officer or Commander (CGPC-c). The candidate's name will be removed without conducting a special board. The recommendation from a commanding officer or superior in the chain of command shall be by letter to Commander (CGPC-opm) and shall contain the following information:
 - a. Candidate's name.
 - b. Length of service.
 - c. Period of time candidate was observed.
 - d. Reason for recommendation.
 - e. Specific facts or circumstances relative to performance.
 - f. Medical reports or opinions, if applicable.
 - g. Nature of counseling and other steps taken to correct deficiencies.
 - h. Candidate's response to counseling.
2. The candidate shall have an opportunity to review the recommendation and shall be permitted to make such comments as desired by endorsement. If Commander (CGPC-c) initiates the action, the candidate shall be advised in writing of the contemplated actions and the reasons therefore and given the opportunity to communicate to the special board in writing via the chain of command.
3. The recommendation shall be reviewed at the Coast Guard Personnel Command by a special board of senior officers. The special board shall consist of at least three officers in the grade of commander or above. The membership shall include a representative from the Headquarters or CGPC division having cognizance of the candidate's specialty. After a thorough review of the candidate's record, the special board shall recommend to the Commandant either

that the candidate be reinstated on the Final Eligibility List or that the candidate not be reinstated on the Final Eligibility List.

4. The recommendations of the special board shall be forwarded to the Commandant for approval, modification, or disapproval.
5. The candidate will be advised of the results of the special board action.
 - a. If the Commandant approves the special board's recommendation to return the candidate's name to the list and that candidate would already have been appointed, the candidate will be tendered the next available appointment.
 - b. If the Commandant approves the special board's recommendation to return the candidate's name to the list and the candidate would not yet have been appointed, the candidate's name will be returned to the original position on the list.
 - c. If the Commandant approves the special board's recommendation to remove the candidate's name from the list, the candidate may recompute the following year if eligible.

1.D.10.b. Removal as Result of Personnel Security Investigation

A candidate's name will be removed from an eligibility list if a personnel security investigation casts doubt on the candidate's moral or professional qualifications. (Refer to the  Military Personnel Security Program, **COMDTINST M5520.12** (series) for processing of investigations).

1.D.10.c. Declining Appointment or Removal at Own Request

1. Candidates who elect removal from the Preboard Eligibility List will be allowed to compete in the next warrant officer appointment process cycle if eligible.
2. Upon publication of the Final Eligibility List, candidates will be given two weeks from the date time group of the ALCGPERSCOM message to request removal from the list with a two-year loss of eligibility. A candidate who declines an appointment to warrant grade, or elects removal from the Final Eligibility List after the two-week period has elapsed shall be required to wait five years from the anniversary date of that election before being eligible to recompute. At the time the candidate makes either of the above elections, Commander (CGPC-opm) and (CGPC-epm) shall be notified by expeditious means, and the following Administrative Remarks (CG-3307) entry documenting the election, shall be made in the candidate's Headquarters PDR:

DATE: "I have read and understand Article 1.D.10.c., Coast Guard Personnel Manual. I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to apply for appointment to warrant grade for (two or five whichever is

applicable) years from the anniversary date of this election. I understand that I will be eligible to reapply as a candidate for appointment to warrant grade on or about (date)."

3. **Members declining appointments off an eligibility list through an offer of orders by an assignment officer incur a 5 year penalty. The Administrative Remarks (CG-3307) entry made in the candidate's Headquarters PDR documenting this election shall be initiated by the member's commanding officer. The text of the entry shall be the same as paragraph 2 above.**

4. The exception to the five-year rule will be for candidates who decline appointment to CWO due to a documented personal hardship. Commander

will make the determination regarding whether the candidate should be exempt from the five-year rule for personal hardship. If an exemption is approved, the candidate will not be allowed to participate until after the hardship is resolved. The following Administrative Remarks (CG-3307) shall be entered into the candidates PDR.

DATE: "I have read and understand Article 1.D.10.c., Coast Guard Personnel Manual. I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to apply for appointment to warrant grade until my personal hardship has been resolved."

5. The original CG-3307 shall be forwarded immediately to Commander (CGPC-adm-3). If the five-year period has not expired or the personal hardship has not been resolved at such time as the candidate reenlists, the CG-3307 shall be retained in the PDR upon reenlistment.
6. A member declining appointment will be allowed to re-compete if their new eligibility date (i.e., 2 or 5 year anniversary) ends prior to the day the upcoming board convenes.

1.D.11. Procedure for Appointment to Warrant Grade

1.D.11.a. Appointments

Appointments as chief warrant officers (W-2) will be made by the Secretary from among enlisted personnel of the Regular Coast Guard and Coast Guard Reserve who have been placed on an eligibility list as a result of approved action of a Coast Guard appointment board or upon successful completion of a Coast Guard approved Physician's Assistant Program. Letters of appointment and appointment certificates will be transmitted via the chain of command for delivery to the member.

1.D.11.b. Oath of Office

1. An oath of office is required and will be recorded on an Acceptance and Oath of Office (CG-9556) which is attached as an enclosure to the appointment letter. The oath of office shall not be executed prior to the date of rank specified in the appointment letter. The CG-9556 will be executed for the appointee's grade (W-2). (Refer to exhibit 1.D.2.) After the oath of office forms are completed, they shall be forwarded to Commander, (CGPC-opm-1) along with a copy of the physical as required by [👉 Article 1.D.11e](#).
2. The Oath of Office can be administered by any commissioned officer of the Armed Forces, a United States Commissioner, a Judge of a Court of Record, a Clerk or deputy Clerk of a Court of Record, a Notary Public, or a Justice of the Peace.

1.D.11.c. Pay and Allowances

The pay and allowances of officers appointed under this article will accrue from the date of execution of the oath of office but not prior to the date of rank.

1.D.11.d. Withholding of Appointment

It is the responsibility of each officer in the chain of command to withhold an appointment letter if the appointee has become disqualified after publication of the Final Eligibility List. A disqualification as used herein is deemed to be any circumstance which casts doubt on the moral or professional qualifications of the person concerned for the appointment contemplated or an unsatisfactory mark in conduct for any subsequent period. This includes pending boards, courts-martial, or investigative proceedings. An appointment shall be withheld by returning the appointment letter to Commander (CGPC-opm-1) with a concise report of the circumstances. The appointee shall be furnished a copy of the report and shall be required to acknowledge receipt. A signed copy of the acknowledgment shall be attached as an enclosure to the report.

1.D.11.e. Physical Examination

A **commissioning** physical is required for appointment. It must be reviewed and approved by Commander, Maintenance and Logistics Command (k) or designated clinical administrator prior to execution of the oath of office. If the appointee is physically qualified on the date of appointment, a copy of the approved Report of Medical Examination (SF-88) shall be forwarded to Commander, (CGPC-opm-1) along with the completed oath of office form. If the appointee is not physically qualified on the date of appointment, the appointment letter along with the original SF-88 shall be returned to Commander (CGPC-opm-1). Commander (CGPC-opm-1) will remove the candidate's name from the Final Eligibility List. Candidates will be processed in accordance with the following chart:

When initially offered appointment and candidate is above the cut and is	Action	If candidate subsequently becomes qualified and	Action
Qualified	Appoint	N/A	N/A
Not Qualified	Remove from list	Current list has not expired	Name goes to top of list above the cut. Tendered next available appointment
Not Qualified	Remove from list	Current list expired before cut was reached	Name goes to top of list above the cut. Tendered next available appointment
Not Qualified	Remove from list	Current list expired after cut was reached	May recompete, if eligible

When initially offered appointment and candidate is below the cut and is	Action	If candidate subsequently becomes qualified and	Action
Qualified	Appoint	N/A	N/A
Not Qualified	Remove from list	Current list has not expired	Name goes to top of list below the cut. If vacancy occurs prior to expiration of current list tendered next appointment; otherwise may recompete if eligible
Not qualified	Remove from list	Current list has expired	May recompete if eligible

1.D.11.f. Weight Standards

Compliance with established Coast Guard weight standards is required prior to execution of the oath of office. If the candidate does not meet the weight standards, the appointment letter shall be returned to Commander (CGPC-opm-1). Commander (CGPC-opm-1) will remove the candidate's name from the eligibility list. Candidates will be processed in accordance with the following chart:

When initially offered appointment and candidate is above the cut and is	Action	If candidate subsequently becomes qualified and	Action
Meets established weight standards	Appoint	N/A	N/A
Does not meet established weight standards	Remove from list	Current list has not expired	Name goes to top of list by precedence. Tendered next available appointment. If current list expires prior to the next available appointment, then member may re compete if eligible
Does not meet established weight standards	Remove from list	Current list has expired	May re compete if eligible

1.D.11.g. Discharge from Enlisted Status

Members who accept appointment as a chief warrant officer (W-2) will be discharged from their enlisted status upon acceptance of the appointment. The discharge will be effective as of the day before the date the candidate executes the oath of office. Discharge shall be for the convenience of the Government. [Article 12.B.12.](#) shall be cited as authority for discharge.

1.D.12 Appointment ceremony


The member's commanding officer, or if absent, the executive officer shall preside over an appropriate formal ceremony to appoint the member to the grade of chief warrant officer (W-2) unless the member prefers a private ceremony. The ceremony should include these elements:

1. Honor the member's desire for a particular individual to administer the oath, if possible, consistent with the current laws on persons authorized to administer oaths.
2. The family, special guests and shipmates, as desired by the appointee should be invited to the ceremony.
3. A photographic record of the ceremony should be made and presented to the appointee. Press releases should be made to the appropriate media.

4. After the ceremony, a brief social gathering is recommended for the appointee(s) and guests.
5. If required, transportation within the confines of the military installation should be provided for guests.

1.D.13 Scope of Warrant Specialties

1.D.13.a. Aviation Engineering Specialty (AVI)

Warrant officers serving in the specialty of aviation engineering must meet the requirements of Aircraft Maintenance Officer as described in the  Air Operations Manual, COMDTINST M3710. They are operational and technical specialists in the field of aircraft maintenance. They serve as aircraft maintenance officers, assistant aviation engineering officers, and aviation project officers. They plan, schedule, and control all phases of aircraft maintenance. They provide technical advice and information concerning capabilities, limitations, and reliability of aircraft powerplants, accessories, airframes, avionics, and equipment. They direct and supervise practices and procedures for service, maintenance, overhaul, repair, inspection, alteration, modification, and adjustment of aircraft powerplants, accessories, airframes, avionics, and equipment. They formulate and supervise training programs and prepare, maintain, and submit personnel and material records, logs, reports, and accounts.

1.D.13.b. Boatswain Specialty (BOSN)

1. At sea, warrant officers serving in the specialty of boatswain are specialists in seamanship. They serve as officers in charge of small vessels, as division and repair party officers, assistant first lieutenants, and as battery officers on small ships. They plan and supervise the preservation of ships' hulls, superstructures and spaces; maintenance, repair, and operation of deck, cargo and buoy handling, anchor, and mooring gear; stowage of cargo; maintenance, repair, operation and equipping of small boats; replenishment operations at sea; stowing, security, preservation, accounting and requisitioning of stores and equipment for the first lieutenant.
2. Ashore, warrant officers serving in the specialty of boatswain are general duty specialists in operational commands and seamanship specialists on inspection duties. They serve as officers in charge of small units; as executive officers of group commands, depots and bases; as first lieutenant, boats and vehicles officer, and yard boatswain and security officer at larger units. In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment receive special additional training.
3. Both at sea and ashore, warrant officers serving in the specialty of boatswain develop and supervise training programs; prepare, maintain and submit personnel, material and operational records, reports, and accounts.

1.D.13.c. Communications Specialty (COMM)

Warrant officers serving in the specialty of communications are operational and technical specialists in the field of communications. They serve as commanding officers and executive officers of radio stations, as assistants to communications officers in such billets as communication security, and may serve as assistants to district communication officers; supervise and direct personnel concerned with, and provide technical information regarding, communication operations, methods, procedures, transmitters, receivers, direction finders, cryptographic methods and procedures, and handling of and accounting for classified matter; supervise radio stations; develop and conduct training programs; supervise handling and shipping of classified matter; and prepare, maintain, and submit records, reports, and accounts of personnel, material, and communication operations. When assigned as commanding officer or officer in charge, they carry out the many varied duties in connection with the general operation, maintenance, care and upkeep of buildings, grounds, and equipment which comprise the facilities of area communication stations. In many cases these stations consist of properties containing more than 100 acres, some of which include up to five dwellings and housing units for families.

1.D.13.d. Electronics Specialty (ELC)

Warrant officers serving in the specialty of electronics are technical specialists in the field of ship and shore, electronic equipment. Electronic equipment is defined as any equipment which transmits or receives intelligence by electrical or electromagnetic means (including landline and sonar equipment). They serve as officers in charge of electronics repair shops and as assistants to electronics officers; instructors in theory and repair of electronic equipment; and as command and staff officers concerning inspections, uses, capabilities, limitations, and reliability of electronic systems and equipment. They plan, direct, and supervise practices and procedures for maintenance and repair of electronic equipment; analyze, solve, and correct electronic operational and maintenance problems; and prepare, maintain, and submit personnel and material records, reports, and accounts.

1.D.13.e. Finance and Supply Specialty (F&S)

Warrant officers serving in the specialty of finance and supply organize, plan, and supervise the work of personnel engaged in procurement, stowage, and issue of supplies, including personnel engaged in commissary departments and disbursing offices. They supervise and direct personnel in the performance of duties including preparation of estimates of requirements, inventories of supplies and equipment, the audit of records, computation of pay, preparation of vouchers, and allocation of materials. They disburse public funds as assistant disbursing officers, agent cashiers, and imprest fund cashiers. They develop and supervise training programs, maintain and submit personnel and material records, reports, and accounts. Appointments to the warrant specialty of finance and supply **may be** subject to certification for finance and supply duties by **Commandant (G-CPM) or Commandant (G-CFM)**.

1.D.13.f. Material Maintenance Specialty (MAT)

Warrant officers serving in the specialty of materiel maintenance are operational and technical specialists in the fields of repair, maintenance, damage control and fire fighting aboard ship and at shore units. They serve as assistants to engineering and repair officers, as shop superintendents and technical advisors concerning uses, capabilities, limitations, and reliability of ship repair, fire fighting and damage control equipment, and as officer in charge of maintenance and repair detachments ashore. They organize and supervise personnel in ship repair and maintenance activities including electric arc welding, oxyacetylene welding and cutting, woodworking, metal working, boat repairs, damage control, piping and drainage, and NBC warfare defense facilities. They provide technical advice and information concerning use, characteristics, and limitations of building and construction materials; organize and supervise maintenance and repair forces on work involving repairs to buildings, towers, docks, bulkheads, street paving, pipelines including water and sewer lines. They develop and supervise training programs; supervise preparation, maintenance, and submission of personnel and material records and reports; and supervise procurement, stowage, preservation, and utilization practices for repair parts, building materials, and equipment. In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment thereto will receive special additional training.

1.D.13.g. Medical Administration Specialty (MED)

1. Warrant officers serving in the specialty of medical administration will administer nonprofessional aspects of medical and dental facilities ashore and afloat; manage administrative functions such as fiscal and supply, personnel, records and other related medical matters; promote and manage environmental sanitation programs; administer and serve as instructors in medical training programs; perform medical service planning and logistic duties; serve as assistants to inspectors in reviewing administrative organization and operations of medical and dental facilities.
2. In the absence of the medical officer and only because of the unavailability of such an officer, they shall carry out the functions of the medical facility insofar as they are qualified to do. They shall not be required to undertake or assume the professional duties or responsibilities of a medical or a dental officer.

1.D.13.h. Naval Engineering Specialty (ENG)

Warrant officers serving in the specialty of naval engineering are operational and technical specialists in the field of engineering and in machinery repair. They serve as engineering officers on smaller vessels and as assistants to engineering officers on larger vessels. They also serve as machinery repair officers and as technical advisers capabilities, limitations, and reliability of engineering equipment. They supervise handling, stowage, and expenditure of fuel oil, boiler, feed water, and potable water; direct and supervise installations, operation, testing, maintenance, and repair of

engineering equipment; develop and supervise training programs; prepare, maintain, and submit engineering department personnel and material records and reports; and supervise procurement, stowage, preservation, and accounting practices for engineering department stores and repair parts. They shall be proficient in damage control, rigging, first aid, maintenance, and operation of gyrocompasses. They also serve on engineering duty under Industrial Section at Coast Guard bases, and at Naval Engineering Support Units (NESUs). In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment thereto will receive special additional training.

1.D.13.i. Personnel Administration Specialty (PERS)

Warrant officers serving in the specialty of personnel administration are specialists in general and personnel administration. They serve as personnel, education, and classification officers. They provide technical advice and information concerning officer and enlisted personnel regulations and administration. They organize and supervise personnel engaged in preparing and processing correspondence and personnel records, reports, and accounts; develop and supervise training programs; and administer recreational, travel, and procurement funds and allocation of officer materials and equipment. In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment thereto will receive special additional training.

1.D.13.j. Port Safety and Security Specialty (PSS)(RESERVE ONLY)

Warrant officers serving in the specialty of port safety and security are specialists in port safety, maritime security/anti-terrorism, enforcement of maritime laws and regulations and investigative methods. They serve as team leaders and supervisors at small units and detachments. At MSOs and staff positions, they serve as subject matter experts for dealing with port physical security, security inspections, marine environmental concerns, investigations, anti/counter terrorism, and maritime law enforcement. They can be designated as the Port Security Officer for "M" units. In all assignments, they develop and supervise training programs; and prepare, maintain, and submit personnel and operational records and accounts.

1.D.13.k. Public Information Specialty (INF)

Warrant officers serving in the specialty of public information are specialists in all phases of public information as it applies to the Coast Guard. They serve as public information officers, assistant public information officers, and photographic officers, and provide expertise and supervision to personnel in the photojournalist rating.

1.D.13.l. Weapons Specialty (WEPS)

Warrant officers serving in the specialty of weapons are operational and technical specialists in gunnery and ordnance. They act as assistant gunnery and ordnance repair officers; direct and supervise assembly, installation, operation, testing, maintenance, and repair of ordnance equipment; supervise testing, handling, stowage, preservation, requisitioning, issuing, and accounting practices and procedures for all ammunition and ammunition components; supervise stowage, preservation, security, requisitioning, and accounting practices and procedures for all ordnance equipment and repair parts; develop and supervise training programs; prepare, maintain, and submit ordnance, personnel, material, and operational records, reports, and accounts.

1.D.13.m. Bandmaster Specialty (BNDM)



Refer to  [Article 1.D.14.c.](#)

1.D.14. Appointment as Warrant Officer (Bandmaster)

1.D.14.a. Applications

Applications may be solicited from enlisted personnel in the Coast Guard, enlisted personnel from the other Armed Forces, or the civilian sector.

1.D.14.b. Minimum Eligibility Requirements

1. Other Armed Forces and Civilian Sector. The eligibility requirements will be specified in the soliciting media.
2. Coast Guard Enlisted Personnel. Refer to  [Section 1.D.2](#) for guidance.
3. Must meet the qualifications for warrant specialty (Bandmaster) outlined in  [Article 1.D.14.c.](#) below.

1.D.14.c. Qualifications for Warrant Specialty (Bandmaster)

Warrant officers serving in the specialty of Bandmaster will be in highly visible billets with significant public and media exposure. In addition, they will supervise large groups of subordinates as they prepare performances, rehearse and travel to events both nationally and internationally. They will also function in a role with their assigned unit similar to the role of an executive officer of an operational unit. Consequently, candidates must possess some knowledge of Coast Guard supply, personnel and